



**HEADQUARTERS
CIVIL AIR PATROL NEVADA WING
UNITED STATES AIR FORCE AUXILIARY
1980 KLEPPE LANE
P O BOX 339 SPARKS, NEVADA 89432**

1 June 2004

MEMORANDUM FOR: All Members NV Wing

FROM: Commander

SUBJECT: Orientation Flight Recording

As a follow-on to the orientation flight policy letter dated 8 April 2004 from the National Commander (level2.cap.gov/documents/u_040804182715.pdf), NV Wing offers this guidance to Commanders and Operations staff who give Cadet Orientation Flights (COF):

- 1) **Orientation flight records for cadets have been reset to zero as of 8 April.** That means that our cadets can get more flights! Let's take advantage of this and give our cadets more flight opportunities.
- 2) Effective immediately, **Unit Commander's are responsible for ensuring that COF's are entered into e-Services within 48 hours of the flight.** To do this, follow these steps:
 - a. First, go to national HQ's web site to read all of the details on the new procedure. This can be found at: "level2.cap.gov/index.cfm?nodeID=5751"
 - b. Unit Commander's must decide who will be responsible for entering COF data into the e-Services system. Direct your unit's Web Security Administrator (WSA) to grant privileges to the "COF Data Entry" module. There are no limitations as to whom or how many members may be assigned this module within your unit.
 - c. Fly COF's as normal and have the pilot sign the cadet's CAPP 52-7 worksheet.
 - d. Within 48 hours of the flight, a unit member who has been assigned "COF Data Entry" rights must sign into e-Services, follow the "After Flight Reporting" link and select "COF Data Entry." The information needed includes:

1. Flight date	5. Cadet CAPID
2. Aircraft tail number	6. Seat position
3. Ferry time	7. Syllabus number
4. Pilot CAPID	8. Fuel/oil charges (or commercial charges)
 - e. Follow the normal CAPF 108 process and ensure that receipts are forwarded to Wing HQ following the data entry. Be sure to include notes as necessary to aid in processing.
 - f. Wing HQ will verify and forward the flight information to National HQ. National HQ will process online requests quickly and start the reimbursement process back to Wing HQ.
- 3) If you have any questions about the information needed, or if you are having problems meeting the 48-hour deadline, contact Lt. Shawn Brewer at Wing HQ. If you are having problems assigning rights within the e-Services area, contact the NV Wing WSA, LtCol David Jadwin.

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DION DECAMP, COL, CAP
Commander, Nevada Wing